

JOB OPPORTUNITY

AMERICAN EMBASSY KINSHASA

An Equal Opportunity Employer

Human Resources Office, 498 Ave Lukusa, Kinshasa

Phone 081-8806193; e-mail: HRKinshasa@state.gov

ANNOUNCEMENT NUMBER: 10-41

OPEN TO: **U.S. Citizen Eligible Family Members (EFMs) only** – All Agencies

POSITION: **Secretary, FP-07**
Sensitive – Security Clearance required
(May be appointed with an Interim Clearance)

OPENING DATE: April 30, 2010

CLOSING DATE: May 14, 2009

WORK HOURS: 30 hours/week

SALARY: Information on salary may be obtained from the Human Resources Office.

BASIC FUNCTION OF POSITION

Serve as Secretary for the Regional Security Office and perform a variety of administrative and office management tasks. Receive phone calls and visitors to the Regional Security Office and direct to appropriate staff member. Sort, safeguard, prioritize incoming correspondence and cable traffic and determine what should be routed to supervisor, or handled by self.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS/SKILLS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of high school is required

Experience: Three years of office management or general work experience is required.

Language Proficiency: Level IV (Fluent) English is required.

Knowledge: Must have knowledge of administrative concepts and practices. Must know Regional Security Office routines and procedures. Must also have knowledge of grammar, spelling, punctuation, and required formats. Knowledge of PCs, PC-based software (MS-Office - Access, Excel, Word and PowerPoint) and Email.

Skills and Abilities: The incumbent must be able to analyze office procedures, determine needs and reorganize data and procedures without instructions. Ability to gather information and draft complex correspondence independently.

SELECTION CRITERIA

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612), or
2. A current resume or curriculum vitae that provides the same information as an OF-612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. Current employees serving a probationary period are not eligible to apply.

DEFINITIONS

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he::
 - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission is an equal opportunity employer.

Closing Date: May 14, 2010

Drafted: HR: FNSASU
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